

**MINUTES OF SPECIAL CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
302 E THIRD STREET
Monday, August 7, 2023
5:00 p.m. Workshop Session**

The City Council of the City of Lampasas met in a Workshop Session on the above date and time with Mayor Pearce presiding.

Council Members Present:

Zachary Morris
Chuck Williamson
Charlie Pratus
Cathy Kuehne
Eric Hernandez

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Yvonne Moreno, Finance Director
Joe Adams, FD Deputy Chief
Stacey Ybarra, EDC Director
Chris Eicher, Parks Director
Van Sims, WWW Operations Manager
Frank Ellett, Building Official
Wayne Sanders, Electric Superintendent
Vicki Tower, Parks Secretary/HR Coordinator

Council Members Absent:

Davis Keele

WORKSHOP SPECIAL SESSION

1. Call to order Special Session

Mayor Pearce opened the workshop session at 5:00 p.m.

2. Discussion regarding the Proposed Tax Rate.

Yvonne Moreno, Finance Director advised had been working with Chief Appraiser at the Lampasas Central Appraisal District to finalize the City's tax rate calculation. The City is hopeful to report a voter approval rate of \$0.3049 and a No New Revenue Rate of \$0.2905. Council will be asked to consider a proposed tax rate at the August 14, 2023 meeting. At that time Council will also be asked to schedule a public hearing prior to adoption of tax rate. Council will be asked to adopt the FY23/24 Budget and tax rate at the September 11, 2023 Regular City Council Meeting.

3. Discussion and possible action to accept the Scott and White Health Insurance Rates for FY 2023/2024.

Mayor Pro-Tem Morris moved to approve the Scott & White Health Insurance renewal rates for the FY23/24, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

4. Discussion and possible action to accept the Principal Dental and Vision Rates for FY 2023/2024.

Mayor Pro-Tem Morris moved to approve the renewal rates from Principal for Dental and Vision Rates for FY23/24, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

5. Discussion and Possible Action concerning extending the Bank Depository Services Contract with Cadence Bank, formerly Bancorp South, to serve as the bank depository for the City for a two (2) year period ending June 30, 2025.

Council member Pratus moved to approve the extension of the depository contract with Cadence Bank for two additional years with the same terms, rates and services, the motion was seconded by Mayor Por-Tem Morris and with a unanimous vote, the motion carried. (Keele Absent)

6. Discussion and possible action regarding utilization of the 580 Sports Complex for the Solar Eclipse Event with a maximum vehicle capacity of 1000 parking spaces and amend the number of estimated portable sanitary restrooms.

Stacey Ybarra, EDC Director advised with minimizing available parking spaces at the 580 Sports Complex they can reduce the number of portable sanitary restrooms. Staff requested quotes from J-Bar Services, United Rentals and Rentals to Go. Staff recommends contracting with Rentals to Go. Staff, along with the Chamber of Commerce is prepared to begin meeting with local originations to gage interest in site management opportunities for the 580 Sports Complex.

Council member Pratus moved to approve proposal from Rentals to Go to provide sanitary portable restrooms for the Solar Eclipse Event in April 2024 in an amount not to exceed \$32,000.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7. Departmental Budget Presentations

- 5:00- Opening Comments
 - i. budget packets provided for each department presenting
 - ii. draft FY 23/24 budget was provided at the July 24th meeting
 - iii. At Council request additional departments can present at a future meeting
 - iv. No rate increases included in draft numbers
 - v. City is in a healthy financial position.
- 5:15- Street
 - i. Increase in engineering and surveying fees for FY 22/23 due to projects.
 - ii. Proposed increase in Street Maintenance line item from \$30,000 to \$100,000.
 - 1. Approximately 1.2 miles of overlays & inlays completed for FY22/23
 - iii. Street Capital Overlay proposed at \$450,000
 - 1. Council discretion to increase line item
 - 2. Consideration of cost to rebuild 2nd Street
 - 3. Citizen Collection Center
 - a. Staff to review Center Hours and Collection Rates
- 5:30- Water/Wastewater
 - i. Three department budgets- Water, Wastewater and Plant Operations
 - ii. Supplies and materials continue to increase each year
 - iii. No big projects scheduled for FY23/24
 - iv. Continue with looping propjets
 - 1. Operational Budget and Additional Funding Sources
 - v. Additional pump at the tennis court lift station - Kline Whitis Area
 - vi. Future needs of 2 FTE's one for WWW Lab and one for Construction Crew.
 - vii. Future Sanitary Sewer GIS System
 - viii. Mr. Sims thanked Council on behalf of his staff regarding certification pay, wages and benefits.
- General Discussion regarding additional water sources
 - Sulphur Creek
 - Water Rights
 - Treatment

- Wells
 - Reservoirs
 - Rainwater Collection
- 5:50- Electric
 - i. Business Park Electric Design – less than projected
 - ii. Cost of materials/supplies continue to increase
 - iii. Excessive time frames for deliveries of service poles & transformers
 - iv. Increased tree trimming budget from \$150,000 to \$185,000- 6-year cycle for City. (10-man crew-8 weeks)
 - v. Scada System Upgrade
 - vi. Additional funding adding to equipment lease line item for Backyard Machine (machine used to change electric poles)
- 6:10- Parks
 - i. Requesting \$42,000 to replace a 1999 pickup
 - ii. Equipment shed for Parks Building- near future
 - iii. Future FTE needs in Parks Facilities and Cemetery
 - iv. Current FTE need in the Parks Secretary/HR Coordinator area
 - 1. Staff is to compile salary for new FTE
- 6:30- Police Department
 - i. Continuing building upkeep and maintenance
 - ii. Technology improvements and upgrades
 - iii. Still waiting for Investigator pick-up and PD Explorer to be delivered from the current budget.
 - iv. Per fleet replacement schedule we are on track for FY23/24 to replace the Animal Control 2014 Ford F-150 and Officer Hummers 2014 Chevy Tahoe.
- 6:50- Fire Department
 - i. Overall decrease from last year is due to the purchase of new apparatus.
 - ii. Increase to hand tools & small equipment
 - iii. Increase in equipment & maintenance due to regulatory testing
 - iv. Increase in travel and training due to additional Fire Marshal training
- 7:05- Finance- Utility Billing and Collection
 - i. Maintenance expenses increased due to INCODE upgrade to Cloud Based
 - ii. Increase in Professional Services due to audits & supplies due to costs
 - iii. Increase in hand tools & small equipment due to new credit card machines-transferring service to Tyler Payments
 - 1. Staff to review credit fees collected.
- 7:20-City Secretary/Building and Planning
 - i. City Secretary budget increased slightly due to salary & benefits
 - ii. Building Budget increased due to position moving from WWW to this budget, that includes gas, telephones and vehicle maintenance
 - iii. Shared need for Development Services Office (DSO)

Recap from all budget presentations

- Street Department- Capital Funding
- WWW- Options for Additional Water Sources/Funding
- Electric- 6-year cycle for tree trimming
- Parks- F150 Replacement/Shelter for Equipment/Possible FTE to relieve HR Staff from Park Secretary Duties.
- Finance- Credit Card Fee Assessment
- City Secretary/Building – DSO
- Present numbers for 3% & 4% COLA for Council consideration

8. Discussion and direction regarding modifications to the FY 2023/2024 Budget.

Budget Memo with modifications will be presented at the August 14th City Council Meeting.

9. Adjourn Special Session

Mayor Pro Tem Morris moved to adjourn special session at 6:50, Council member Pratus seconded the motion and with a unanimous vote, the motion carried. (Keele absent)

PASSED AND APPROVED this _____ day of _____, 2023.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary